

Security Records Division

WORK MEASUREMENT STATISTICS - FY 1975

ACTIVITY	BASE UNITS	Cumulative Through August 1973		Cumulative Through August 1974		Unit Trend
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Processing.	Cases processed based on requests for a security clearance.	2644	11	2081	11	Down 563
Indices Activities.	Collective total of manual name searches, names changed, names grouped, cards typed, filed and purged, security documents numbered.	11455	7	31849	7	Up 20394
Filing Activities.	Collective total of files requested, files pulled, folders filed, files recharged, security documents filed, PRU requests, scope searches.	65011	12	59902	12	Down 5109
Computer Support Activities.	Collective total of names searched, systems update transactions, CIB transactions, Miscellaneous Key punch Activity, 1050 Telecommunications transactions.	72390	12	71942	12	Down 448
Communication Activities.	Collective total of teletype, dispatch, Agency cable and non-Agency cable traffic, mail, notices and bulletins handled.	5654	4	5500	4	Down 154

Security Records Division

WORK MEASUREMENT STATISTICS - FY1975

ACTIVITY	BASE UNITS	Cumulative Through August 1973		Cumulative Through August 1974		Unit Trend.
		Units Produced	Man-years Assigned	Units Produced	Man-years Assigned	
Case Analysis Activities.	Collective total of cases completed, case summaries prepared and reference material reviewed and summarized.	1061	5	1720	5	Up 659
Information Processing Check Activities.	Collective total of checks requested, references reviewed, summaries prepared, material furnished requestors.	1512	2	1166	2	Down 346
File Retirement Activities.	Collective total of files reviewed for retirement to microfiche.	2374	3	4236	3	Up 1862
Microfiche Activities.	Collective total of pages prepared and filmed.	66835	9	31257	6	Down 35578
Compartmented Information Recordkeeping.	Collective total of changes to master record, names searched and cable actions.	33367	9	27857	9	Down 5510
Outside Agency Name Check Activity.	Collective total of completed requests for checks and supporting memoranda prepared in cases with positive results.	6943	4	7507	4	Up 564